

Approved Authorised Treatment Facility (AATF) - Sampling & Inspection Plan

Important: If you are not currently receiving WEEE please call Producer Responsibility WEEE Regime prior to completing your AATF application form on 02084747610.

Source of WEEE and UK Origin

1. Where do you receive the WEEE from? For each source, please state the category/description of the items received.

See [Appendix 4](#) – Sources of household WEEE

INFORMATION

Sources of WEEE may include (but are not limited to):

- Local Authority DCFs
- Private DCFs
- End users
- Other AATFs

The list of WEEE categories and example items can be found on GOV.UK: [EEE covered by the WEEE Regulations](#)

To issue evidence:

- You must be able to demonstrate that the WEEE you receive is of UK origin.
- You must ensure no one else has issued evidence on it already.
- Evidence must be issued by the first receiving AATF and reported on the AATF's quarterly returns.

Sources of Household Waste Collections & Deliveries

Bulky Waste Collection Service	Post Code
Allerdale Borough Council	CA14 3JY
Copeland Borough Council	CA28 7JS

DCF Registered Site Name	Post Code	Permit / Licence	HWCN Reference	DCF Register	DCF Type
Ambleside Civic Amenity Site	LA22 0EE	HP3593ZN	CUMBR/ R	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Bousteads Civic Amenity Site	CA2 5AE	CP3693ZF	CUMBR/ K	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Brampton Civic Amenity Site	CA3 8NA	CP3897SV	CUMBR/ L	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Flusco Civic Amenity Site	CA11 0JB	QP3093ZZ	LAKELA/ T	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Frizington Civic Amenity Site	CA26 3QU	HP3493ZC	CUMBR/ N	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Grange Civic Amenity Site	LA11 7EN	HP3993ZJ	CUMBR/ Q	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Kendal Civic Amenity Site	LA9 7DB	HP3093ZM	CUMBR/ X	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Kirkby Stephen Civic Amenity Site	CA17 4RN	VP3993ZC	CUMBR/ S	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Maryport Civic Amenity Site	CA15 8NT	HP3293ZK	CUMBR/ O	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Millom Civic Amenity Site	LA18 4LD	VP3593ZM	CUMBR/ V	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Project Furness Civic Amenity Site	LA14 5UY	DP3790LA	CUMBR/ U	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Ulverston Civic Amenity Site	LA12 9BL	VP3193ZD	CUMBR/ P	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Wigton Civic Amenity Site	CA7 9NE	RP3693ZS	CUMBR/ W	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Workington Civic Amenity Site	CA14 2TG	HP3893ZD	CUMBR/ M	CUMBRIA COUNTY COUNCIL	CIVIC AMENITY SITE
Distington Landfill	CA14 4JP	HP3693ZV	CUMBR/ G	CUMBRIA WASTE MANAGEMENT	WASTE TRANSFER STATION
Flusco Landfill	CA11 0JB	BM5941IH	CUMBR/ E	CUMBRIA WASTE MANAGEMENT	WASTE TRANSFER STATION
Hespin Wood Landfill	CA6 4BJ	HP3193ZX	CUMBR/ A	CUMBRIA WASTE MANAGEMENT	WASTE TRANSFER STATION
Right2Work	LA9 4RU	EF0937JX	R2W	CUMBRIA WASTE MANAGEMENT	WASTE TRANSFER STATION
Kendal Fell	LA9 5RT	EF0202HB	SUEZ	SITA UK LIMITED	WASTE TRANSFER STATION
FCC Environmental (Barrow)	LA14 5UY	CP3092LG	FCC	FCC ENVIRONMENTAL LTD	WASTE TRANSFER STATION

Obligated material is collected on behalf of the PCS's. All obligated WEEE items collected are deposited by members of the public at the Local Authority Household Recycling Centre's. CRL do not collect WEEE from outside the UK.

Non-obligated material is, B2B collections from UK businesses.

Evidence is only issue on Obligated material. The only exception to this would be non-obligated material which has dual use e.g. a Fridge Freezer collected as B2B which would be suitable for domestic use. Evidence in this case would be sold onto the PCS

2. How do you know the WEEE is of UK origin?

3. How do you avoid double counting of WEEE? i.e. that evidence has not been issued on the same WEEE twice.

All downstream recyclers are informed that all WEEE passed on for recycling has already had evidence issued. The downstream recyclers are also contracted by the same PCS as CRL have issued the evidence for, this ensures that mistakenly re-issue evidence for the same PCS.

Obligated or Non-Obligated WEEE

4. How do you determine whether the WEEE you receive is obligated or non-obligated?

(You cannot issue evidence on non-obligated WEEE)

Obligated material is collected on behalf of the PCS. Non-obligated material is a B2B collection.

INFORMATION

Non-Obligated WEEE means WEEE received by an AATF that is **NOT** from or on behalf of a PCS.

Sources of Non-obligated WEEE may include (but are not limited to):

- Waste management companies
- Commercial operators
- Members of public
- Trades people etc

We need to know how you distinguish obligated WEEE from non-obligated WEEE.

Guidance is available on GOV.UK:

[National Evidence and Protocols Guidance](#)

Evidence is only issue on Obligated material.

The only exception to this would be non-obligated material which has dual use e.g. a Fridge Freezer collected as B2B which would be suitable for domestic use. Evidence in this case would be offered to the PCS.

Understanding Obligated and Non-Obligated WEEE

Obligated WEEE

- *Definition: Obligated WEEE refers to waste electrical and electronic equipment that is collected and processed under the responsibility of a Producer Compliance Scheme (PCS).*
- *Collection: This type of WEEE is typically collected from designated collection facilities (DCFs), distributors, or directly from consumers by a PCS.*
- *Evidence: Approved Authorised Treatment Facilities (AATFs) and Approved Exporters (AEs) can issue evidence notes for obligated WEEE, which serve as proof of proper treatment, recycling, or reuse².*
- *Examples: Household WEEE collected by local authorities, retailers, or manufacturers running take-back schemes, and non-household WEEE collected by a PCS from businesses.*

Non-Obligated WEEE

- *Definition: Non-obligated WEEE refers to waste electrical and electronic equipment that is not collected or processed under the responsibility of a PCS.*
- *Collection: This type of WEEE is received by AATFs or AEs from sources other than a PCS, such as direct collections from businesses or individuals without a PCS agreement.*
- *Evidence: AATFs and AEs cannot issue evidence notes for non-obligated WEEE, meaning it does not count towards the recycling targets set by the WEEE regulations².*
- *Examples: WEEE collected independently by businesses or individuals without involving a PCS.*

5. Do you intend to issue evidence on the WEEE you receive? If so, do you have an agreement with one or more Producer Compliance Schemes (PCS)? Please provide details of the arrangement(s).

Scheme Arrangements are in place with REPIC PCS and Recycling Lives PCS. Both arrangements are for the collection of WEEE from our Local Authority's Household Recycling Centres.

REPIC PCS collections are for Categories 1, 3, and 12, occasionally categories 2 and 4 depending on condition for reuse.

Recycling Lives PCS collections are only for Category 11.

6. How are you notified about WEEE you collect on behalf of the PCS?

CRL collect from the HWRC's on a Weekly Rota, this has been fine-tuned over 16 years to allow Collections without PCS notification. However, the PCS also has the option to request early or additional Collections

Household or Non-household and Categories

7. How do you determine whether the WEEE you receive is household (B2C) or non-household (B2B)?

All household WEEE (B2C) from UK licenced Household Waste Recycling Centres and DCF's **Appendix 4** is on behalf of Scheme & Recycling Lives Producer Compliance Scheme

All non obligated dual use (B2B) WEEE collected from none HWRC sites, are offered to **REPIC** Producer Compliance Scheme

INFORMATION

You must be able to distinguish household (B2C) WEEE from non-household (B2B) WEEE.

Receiving or collecting WEEE from businesses does not automatically make it B2B.

Guidance is available on GOV.UK:

[B2B and B2C: How to correctly identify](#)

The list of WEEE categories and example items can be found on GOV.UK:

[EEE covered by the WEEE Regulations](#)

Cumbria Recycling Limited (CRL) are the only AATF collecting these categories of household WEEE from these HWRC's first receiving AATF CRL issues evidence for these categories.

Any 3rd party AATF used are instructed that evidence has already been issued on all household WEEE they may receive

CRL collect each HWRC on a weekly rota, unless telephoned by the PCS or the LA for additional collections.

8. How do you determine the correct category for each type of WEEE that you receive?

Our collection sheet [Appendix 2](#) lists items that the vehicles collect, and the collection sheet sorts the collection into the

All B2B collections are, collected and stored on separately to avoid any mixing with the B2C collections. Any items cleared from the B2B collections.

9. What training, guidance or support do you provide your staff in order for them to accurately determine if the WEEE is B2C or B2B, and into which category it should be placed?

All employee training on WEEE identification and categorisation is executed by in-house instructions, procedures and documents. All staff are informed before collections take place if the collection is B2C or B2B

Protocols

10. Do you use one or more protocols to determine the weight or categories of WEEE? Please tick the protocols that apply.

(You must use actual weights if no protocol is being applied)

INFORMATION

Acceptable Protocols:

1. DEFRA National LDA protocol
2. Defra National SMW protocol
3. FRN Product Weight Protocol
4. EA-approved Site-Specific Protocol (SSP)

Protocols guidance is available on GOV.UK: [National Evidence and Protocols Guidance](#)

Please note that you can only use a SSP that has been approved by the EA. If you wish to use a SSP then please contact the WEEE team for further guidance: 02084747610.

If no, go to Q12 in the next section.

No protocol used - I will use actual weights	
Defra National LDA Protocol	
Defra National SMW Protocol	
Reuse Network Product Weight Protocol (FRN PWP) (provide membership number)	PWP 162
Site Specific Protocol (SSP)	
Other (please specify)	

11. How do you ensure the protocol(s) are correctly applied to eligible loads?

See Appendix 0 - Summary Collection Sheet & Appendix 2 - Detailed Collection Sheet (Protocol Sheet)

We allocate the weight for each unit collected to the assigned size and type of unit within the protocol. [Appendix 2, Detailed Collection Sheet](#)

CRL use the Reuse Network Product Weight Protocol when collecting WEEE.

The protocol weight is allocated to the number of units listed on the collection sheet [Appendix 0 and Appendix 2](#) and the spreadsheet [Appendix 1](#)

CRL also input the collection sheet data onto the ICER spreadsheet [Appendix 3](#) this captures any discrepancy between

INFORMATION

Examples of weight determination may include (but are not limited to):

- Calibrated weighbridges
- Calibrated pallet scales
- Calibrated desktop scales

Ensure you fully describe the methods you use.

Non-WEEE may include (but is not limited to):

- Packaging
- Batteries
- Unexpected categories of WEEE

You must comply with the legal requirements for POPs and hazardous waste. For guidance on how to treat and dispose of waste containing POPs see: [Dispose of waste containing POPs](#)

For further information see

Weights

12. What do you use to weigh the WEEE you receive? How is this process carried out and recorded?

CRL use the Reuse Network Product Weight Protocol when collecting WEEE.

The protocol weight is allocated to the number of units listed on the collection sheet [Appendix 2](#) and recorded on our monthly spreadsheet [Appendix 1](#)

CRL also input the collection sheet data onto the ICER spreadsheet [Appendix 3](#), this captures any discrepancy between the two recording systems.

All WEEE collected from the sites listed in [Appendix 4](#) is obligated household WEEE, no B2B WEEE is collected from these sites. Also, no B2B and B2C collections are on the same collection sheet.

13. What quality checks do you carry out on each load you receive?

Refer to - CRL's WEEE (Waste Acceptance Procedure) [Appendix 15](#)

14. How do you ensure the weight of any batteries and/or non-WEEE is **not** included when recording the weight of the WEEE?

Any batteries found are separated out and they are then sent onto a battery recycling operator, such as Recycling Lives Ltd at Workington

The protocol weight automatically excludes the weight of batteries see [Appendix 6](#) email from the Reuse Network PWP office.

15. What happens with the batteries you remove? If applicable, please provide the name and address of the downstream site(s) that you send batteries to.

Any batteries found are separated out and they are then sent onto a battery recycling operator.

Recycling Lives Ltd, Isabella Rd, Workington. Cumbria. - Approval Number: BS2510712BS

OR

TES-AM (Europe) Ltd, 10 Crompton Way, North New Moor Industrial Estate, IRVINE, North Ayrshire, Scotland – Approval

16. How do you identify and process WEEE containing persistent organic pollutants (POPs) and associated hazardous substances?

CRL's operation is based on maximum re-use, however no items reused are over 9 years old therefore contain no POP's

Any items not reused go on to recycling sites designated by the original PCS of the WEEE. CRL do not recycle any items, we transfer bulk WEEE to these designated sites, therefore we do not consider that we undertake any activity considered to be recycling.

Detail of end destination of any POP's our downstream recyclers use are detailed in our WEEE Process Flow Chart [Appendix 1](#)

INFORMATION

The recovery and recycling targets are referred to in the WEEE regulations: (Schedule 11, part 2, paragraph 24). Further information can be found on GOV.UK:

[AATFs: recovery and recycling targets](#)

We expect to see a simple methodology describing how you will meet the targets.

If you send WEEE to downstream sites, you should provide us with evidence that they are able to meet the recovery and recycling targets.

Recovery and Recycling Targets

17. How are you able to achieve the recovery and recycling targets set out in the WEEE Regulations?

All WEEE collected is either reused or forwarded for recycling by downstream providers. For our downstream sites see [Appendix 7](#).

The downstream recycling companies CRL use are allocated by REPIC Producer Compliance Scheme who inform CRL of the recycling rates these companies achieve.

18. Do you send WEEE to any downstream sites? If yes, please provide the name of the site(s) and what material you send them.

Refer to [Appendix 7](#), WEEE Process Flow Chart

19. If yes to Q18, please tell us what proof you obtain to show that the downstream site(s) have **actually** recycled the WEEE and are meeting their recovery and recycling targets.

The PCS's allocate the downstream recyclers, however we request data from each downstream recycler for their individual R&R rates. See [Appendix 17](#)

20. Do you send any WEEE for energy recovery? If yes, please provide the name of the site(s).

CRL do not send WEEE for energy recovery.

21. Do you export any WEEE or WEEE derived materials? If yes, please state which exporter(s) you use and the paperwork you receive to confirm it has been reprocessed.

CRL do not export WEEE or WEEE derived materials.

Reprocessing Activity - TREATMENT NOT Reuse (part 1)

22. Insert an X in the appropriate boxes in Table 1 to show which categories and obligation types of WEEE you receive for treatment.

(WEEE received for Reuse is covered in a later section)

Table 1	Categories									
	1	2	3	4	5	6	7	8	9	10
B2B - Non-household	X	X	X	X						
B2C - Household	X	X	X	X						
Bulking and sorting only										
Not applicable - I am a reuse site only										

INFORMATION

You must be able to distinguish household (B2C) WEEE from non-household (B2B) WEEE.

Receiving or collecting WEEE from businesses does not automatically make it B2B.

Guidance is available on GOV.UK:
[B2B and B2C: How to correctly identify](#)

The list of WEEE categories and example items can be found on GOV.UK:
[EEE covered by the WEEE Regulations](#)

Reprocessing Activity - TREATMENT NOT Reuse (part 2)

23. Describe in detail the treatment activities that occur on each category of WEEE you receive, including any machinery used.

Categories 1, 2, 3, 4 and 11

Suitability for reuse is determined by a visual inspection. Segregation for parts extraction for visual inspection failed units

Categories 1, 2, 3, 4 and 11

Manual Dismantling - 2 full time members of staff, supplemented with additional resource as demand dictates. This procedure removes any parts of the unit to further the reuse process There are 3 benches.

CRL do not use any machinery on site for recycling, all WEEE requiring recycling is forwarded to downstream recyclers.

INFORMATION

We require a flow-chart detailing the treatment activities as part of the AATF application.

Use this section to support the information contained in your flow-chart.

Reprocessing Activity - REUSE NOT Treatment (part 1)

24. Insert an X in the appropriate boxes in Table 2 to show which categories and obligation types of WEEE you receive for reuse.

Table 2	Categories									
	1	2	3	4	5	6	7	8	9	10
B2B - Non-household	X	X	X	X						
B2C - Household	X	X	X	X						

INFORMATION

You must be able to distinguish household (B2C) WEEE from non-household (B2B) WEEE.

Receiving or collecting WEEE from businesses does not automatically make it B2B.

Guidance is available on GOV.UK:
[B2B and B2C: How to correctly identify](#)

The list of WEEE categories and example items can be found on GOV.UK:
[EEE covered by the WEEE Regulations](#)

Not applicable - I do not carry out any reuse	
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Reprocessing Activity - REUSE NOT Treatment (part 2)

25. How many testing benches/staff do you have for the reuse process?

CRL has 14 full time employees.

Flat screen testing has 2 fixed test benches and 1 mobile benches

Flat monitor testing has 1 fixed test bench and 1 mobile bench

Washing Machine testing has 10 fixed test points

Tumble Dryer testing has 6 fixed test points

Cooker testing has 3 fixed test points

Manual Dismantling – 2 full time members of staff supplemented with additional resource as demand dictates. There are

26. How do you determine what WEEE is suitable for reuse?

Suitability for reuse is determined by an initial visual inspection. Acceptable units then follow the reuse testing procedure

27. What reuse tests and procedures do you perform? Please provide recently completed PAT and functionality testing sheets for the different types of items you receive.

See [Appendix 8](#) for the example test sheets.

These sheets show the reuse testing process for each category of WEEE selected for reuse.

The tests are based on the PAS:141 standard in conjunction with the WRAP PAS:141 testing procedures. See [Appendix 9](#)

Units that fail the testing process will be stripped for parts then join the recycling process. The unit weight is recorded during the testing process.

28. What equipment do you use for testing? i.e. thermometers, plumbing for washing machines etc.

INFORMATION

We require a flow-chart detailing the reuse activities as part of the AATF application.

Use this section to support the information contained in your flow-chart.

Fully describe the testing procedures, quantities and market for the reuse items.

All equipment and testing procedures for reuse is undertaken and completed to the PASS141 standard.
The tools used as part of the process would be those required to complete a satisfactory PAT test of the appliance.
CRL only test for reuse items that are still in demand by low-income local families. CRL test for reuse items under 9 years old.

29. What happens to any WEEE that fails your reuse process?

Units that fail the testing process will be stripped for parts then join the recycling process. The unit weight is then recorded excluding any parts removed during the testing process.

30. How are you able to track and trace reuse WEEE from your site to the point of sale? The system must be capable of tracking WEEE through the process, demonstrating what work has been carried out to convert it from WEEE to a reused item.

WEEE is tracked through to point of sale as all items for reuse are ultimately sold through the shop at our premises at Hallwood Road.

All WEEE has a unique ID Number assigned at point of collection allowing each unit to be tracked through to invoice at point of sale.

CRL retail sales see [Appendix 10](#)

Transportation see [Appendix 11](#)

Downstream reuse outlets see [Appendix 7](#)

Completed test sheets see [Appendix 12](#)